

# **CURRICULUM VITAE**

## ***Shubham Tiwari***

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## **POST APPLIED FOR: STORE INCHARGE**

### **CAREER OBJECTIVE**

- I wish to join an organization where i will be able to leverage my professional and behavioral skills to achieve success
- To reach the best heights in life with my sincerity and hard work.

### **EDUCATIONAL QUALIFICATION**

- 10+2 From PSEB
- Matriculation From PSEB

### **PROFESSIONAL QUALIFICATION**

- Graduation From CSJM University.

## EXPERIENCE

.Still working in a lovely bake studio as a store in charge.

. Three year work in N.H.S hospital as a store incharge , purchase.from 19/10/2020 to 10/11/2023.

One year work in L.G service center as a purchase executive.

Responsibility-To receive goods and ensure as per order confirmation, To play an active role in control and monitoring of stocks, introducing new items and removal of non moving stock. Issue and receive good from various engineers.

. 1.5 year worked in the Store and Purchase Department at Capitol Hospital, Jalandhar from May,2017 to 2018.

- Responsibility-Issue and receive goods from various departments.To ensure proper storage and record keeping of goods in store. Having good knowledge of the Hospital Information system.I can handle my work independently as well as I can work in a team.
- 1 Year work in Goel hospital as a supervisor. Responsibility-staff handling,staff duty roster creation.
- 4 Years Experience as an assistant in Purchase Department in Patel Hospital, Jalandhar.

Responsibility- receive goods and ensure as per order confirmation,process billing of all goods available in store. maintain up to date data about all goods.Issue and receive goods from various departments.I can handle my work independently as well as I can work in a team.

## PROFESSIONAL SKILLS

- To receive goods and ensure as per order confirmation.
- To process billing of all goods available in store.
- To ensure proper storage and record keeping of goods in store.
- To maintain up to date data about all goods.

- To play an active role in control and monitoring of stocks, introducing new items, removal of non moving and expired stock.
- Issue and receive good of various departments
- Having good knowledge of Hospital Information systems.
- To be well groomed, punctual and adhere to company policies and practices.
- To comply with the services quality process environmental and occupational. issues and policies of the respective area.
- I can handle my work independently as well as I can work in a team.

## TRAITS

- Hardworking & Determination.
- Totally dedicated to my work.
- Time Management

## HOBBIES

- Traveling
- Listening Music

## LANGUAGES KNOWN

Ø English

Ø Hindi

Ø Punjabi

## PERSONAL PROFILE

- |                  |                               |
|------------------|-------------------------------|
| • Date of birth  | :25 <sup>th</sup> august 1992 |
| • Father's Name  | : Sh. Avadh Tiwari            |
| • Nationality    | : Indian                      |
| • Gender         | : Male                        |
| • Marital Status | :Married                      |

## DECLARATION

Ø I shall be grateful to you, if a chance is given to me to serve your esteemed organization under your kind control. I assure you that I shall spare no pains in the discharge of my duties honestly and faithfully.

**Date:**

***Place :***  
**( SIGNATURE) shubham**